



City of South Bend

Vacancy Announcement

Post Date: Wednesday, February 11, 2015

Closing Date: Until filled

ENGINEER I

Category: Full Time/Exempt/Non-Bargaining

Department: Public Works/Engineering

Reports To: City Engineer

Schedule: Monday-Friday, 8:00 am-5:00 pm. Hours may vary based on operational needs.

Pay Rate: \$48,000-\$63,000/yr.

Position: SUMMARY

The Engineer I will prepare and review plans, specifications and cost estimates for engineering projects; prepare and/or review reports, studies and analytical data; perform calculations relating to engineering problems; perform engineering surveys; inspect construction work; and perform material tests.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Assist in the design and preparation of plans, specifications, and estimates for capital improvement projects including sewer, storm drain, water, street improvements, traffic signals, public works facilities, and building structures.
- Ensure pre-design work is completed including utility locations, existing site conditions, surveys, topographical work and soils investigations.
- Review plans and specifications for private development projects.
- Oversee and coordinate the work of consulting engineers working closely with contractors on scheduling and design issues.
- Review progress and/or inspect assigned construction projects for compliance with plans and specifications, including resolving constructability problems and issues.
- Conduct studies and prepare written reports on engineering related projects.
- Coordinate engineering activities with other City departments.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Able to meet the job functions of Engineer Inspector.
- Perform other duties and assumes other responsibilities as apparent or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- BS degree in Civil, Construction, Architectural, or Environmental Engineering or related field required.
- Preferred six months of professional engineering experience or an equivalent combination of training and experience, such as through internships, which demonstrates the potential ability to perform the duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of principles and practices of civil, environmental, construction, and structural engineering.
- Knowledge of basic principles and practices of street, traffic control, water and sewer system design, water distribution and supply systems, and project and construction management.
- Ability to learn to develop, review, and modify civil engineering plans, designs, and specifications.
- Ability to learn pertinent Federal, State, and local laws, codes, and regulations including civil engineering laws and regulations and monitor for strict adherence to all restrictions and safety regulations.
- Ability to prepare and maintain technical civil engineering records, develop appropriate recommendations, and prepare reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to deal effectively with subordinates, contractors, and the public
- Ability to interpret and clearly explain engineering and construction specifications.
- Ability to conduct engineering surveys and draft using computer-aided drafting software.
- Ability to establish and maintain cooperative working relationships.
- Ability to make sound judgments and use good discernment skills

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License and acceptable driving record.
- Engineering Intern status or ability to attain within one year is necessary.
- Required to pass the PE examination within five years.

EQUIPMENT

Vehicle, total Station and other survey/GPS equipment, computer, telephone, copier, and plotter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is required to use hands to fingers, handle or feel objects, tools or controls; and

reach with hands and arms. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a standard office setting and in the field. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required